



WARREN BUILDING  
90 WASHINGTON STREET  
WELLESLEY, MASSACHUSETTS 02481

DIRECTOR  
JANICE M. KASETA

TELEPHONE: 781-235-2370  
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ASSISTANT DIRECTOR  
MATTHEW G. CHIN

## FIELD PERMIT APPLICATION

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Field Requested: \_\_\_\_\_

Approximate # people: \_\_\_\_\_ # of Wellesley Residents: \_\_\_\_\_

DATE (S) – List all

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Day(s): \_\_\_\_\_ Time: Start \_\_\_\_\_ Finish \_\_\_\_\_

Raindate (if needed): \_\_\_\_\_

### **To Request a field permit:**

- Complete this form and submit to: Recreation Director (address above)
- Requests to use Warren, Brown, Perrin, Phillips, Ouellette & Hunnewell Park (Town Hall Green) will be forwarded to the Natural Resources Commission (NRC) for approval.\*
- Requests to use school fields will be presented to the Playing Fields Task Force and the School Athletic Director for approval.\*
- \*These committees may only meet once a month. Do not expect a quick turnaround for permit approval.
- Requests for fields made by vendors operating summer camps will not be approved until that vendor has satisfied state and local Board of Health requirements.

## **WELLESLEY FIELD PERMIT REQUEST INFORMATION**

Keep this for your records

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### **General Policies:**

- No alcohol, No illegal drugs
- Public property may not be used to conduct a private business, unless certain requirements are met. The Recreation Director can aid you with this process. See "Public Facility Use for Private Gain Policy" at [www.wellesleyma.gov](http://www.wellesleyma.gov) click Department, click Recreation, click Recreation Commission & General Policies
- Users are responsible for any damage.
- Users are responsible for checking the Town website for field conditions/closures. Fields will be posted when closed during the spring, summer and fall seasons. Assume that fields are closed during the winter.
- If selling food, you must receive authorization from the Board of Health.
- In general, Wellesley fields do not have sanitary facilities.
- No play before 8 am on Sunday. Multipurpose field lights may remain on until 9:30 pm.

### **Priority of use:**

1. Park Maintenance
2. Town Wide Special Events
3. School use – Sports, Special Events, Coaches Clinics
4. Wellesley Youth Sports
5. Wellesley Recreation Department Programs
6. Wellesley Adult Organized Groups
7. Wellesley Residents: one time use
8. Charitable Organizations
9. Non-Resident Groups/Non Recreation Department Camps & Clinics

### **FEES:**

- Town Wide Special Events/School Use/Recreation Department/Charitable Groups: NO FEE
- Coaches Clinics: \$15.00 per participant
- Resident Youth Sports: \$15.00 per participant/per sport/per session
- Resident Use – Softball: Multipurpose Field - \$25.00 per person/per season – no lights
- Resident Use – Softball: Multipurpose Field - \$40.00 per person/per season – **with lights**
- Resident Use – All other grass fields or one time use of Multipurpose Field - \$50.00 per game – no lights
- Resident Use – All other grass fields or one time use of Multipurpose Field - \$75.00 per game – **with lights**
- Resident Use – Turf Field - \$75.00 per game
- Non-Resident Use – Grass Field = \$100.00 – Turf Field = \$275.00
- Non-Recreation Department Camps/Clinics: Grass Field = \$35.00 per participant
- Non-Recreation Department Camps/Clinics: Turf Field = \$50.00 per participant
- Field use fees are determined in units of 1.5 hours.

### **For questions contact:**

Wellesley Recreation Department, 90 Washington Street, Wellesley, MA 02481  
Director: Jan Kaseta – [jkaseta@wellesleyma.gov](mailto:jkaseta@wellesleyma.gov)